

MINUTES FROM OCTOBER 12, 2017 BANCROFT MEETING

The regular scheduled meeting for the City of Bancroft, KY was called to order by Mayor Jeff Magers at 7:00 P.M. on Thursday, October 12, 2017 at Episcopal Church Home. Those present: Mayor Jeff Magers, Commissioner Ed Evers, Commissioner Matt Tungate, Commissioner Rick Rittenhouse, Treasurer Arnold Shaikun, Clerk Shannon Tuthill, Police Chief Anthony Yeager, and Commissioner Mike Borders who joined the meeting in progress.

REVIEW MEETING MINUTES:

Mayor Magers proceeded to review the September meeting minutes and noted his minor changes. Mayor Magers made a motion to approve the minutes. Commissioner Evers seconded, and the vote was 4-0 to approve with the noted changes.

REPORTS:

Clerk

Clerk Tuthill reported the all tax bills have been mailed and she has complied with all requests from mortgage companies for tax information. Approximately 70% of tax bills have been paid.

Only two residents have called requesting rear door service from Rumpke.

Quarterly payroll taxes have been completed for the third quarter 2017.

Clerk is still working to update mailing address as needed. The court revenue that we receive every quarter for the public safety fund was delayed because of the wrong address. Clerk has completed paperwork to change the address and set this up for direct deposit.

Clerk also assisted police chief with all documents that were needed for the police audit. Chief also supplied clerk with names of people soliciting without a permit.

Clerk also reported that the newsletter was only mailed to 12 residents this month. With the list of those receiving via email at 123. That leaves approximately 65 homes that did not receive at all. We are trying to keep the list as accurate as possible. Commissioner Evers stated that he is working to compile a list of residents that have not responded and will knock on doors to try and get contact information. He feels it is the commissions responsibility to get the newsletter to all residents.

Mayor's Report

Mayor Magers reported that Attorney Schiller will not be present as he is in trial. Mayor Magers was informed that there was nothing new to report.

City Maintenance

Commissioner Borders reported that the sign project is coming along. There have been a few reports of misspelled signs and he will give a complete punch list to the sign installer. One thing to note is that there is nothing at the base of the signs. Is there some kind of plate or other product to protect the base of the sign? This would also give a cleaner appearance to the sign posts. Commissioner Borders asked that clerk release the check we are holding for payment and there will still be a balance due.

Commissioner Borders also reported that there was a street light out and he contacted Matt Meiners. It was determined this was not our responsibility. This is actually LG&E's responsibility to replace. He also contacted LG&E about the poles needing painting and was informed that we are on the list for spring 2018 to have all poles painted.

With regard to landscaping he would like to see the area around the Bancroft entrance signed cleaned out and then start fresh with new landscaping. Commissioner Rittenhouse recommended Deep Roots Landscaping. There have also been requests for tree trimming and removal. He would like to go through Bancroft Lane and look for dead branches and see what needs attention. He has contacted Councilwoman Angela Leet's office for assistance and has not yet received a response.

The fence on Bancroft Lane needs to be cleaned again. Mayor Magers stated that he feels it should be done every year and suggested in the next years budget we should plan to have fence cleaned every year.

Communication and Public Outreach

Commissioner Tungate had nothing new to report.

Public Services

Commissioner Rittenhouse had nothing new to report that is not in Old Business.

Police Department

Mayor Magers reported we just had our KLEFPF audit for the year. Chief Yeager and Mayor Magers met with the KLEFPF compliance officer. The audit report indicated we were compliant with all rules and regulations associated with KLEFPF. Mayor Magers gave clerk the compliance report to keep on file. Chief Yeager purchased a power inverter replacement for police vehicle and had the oil changed. We have not yet purchased new police vehicle because of timeline for state contract. The state contract is now available and there is no Ford Explorer on the contract but there is a Dodge Durango. Prices will likely be higher than we budgeted; however, we budgeted high for potential gas price fluctuations and so far prices have stayed relatively low. The excess potentially could be used for the additional vehicle cost. This will be placed on agenda for next month to make a decision on the police vehicle to purchase. We need to be able to review costs for the Dodge Durango and other vehicles. At the November meeting we will review the contract options and make a purchasing decision. Once a decision is made it will be 120 days to be able to acquire vehicle.

Chief Yeager added that earlier in the week a man ran up the street to see if he was there to report something, rather than calling 911. Doing this delays response to calls for service. Chief Yeager asked to again place in newsletter that if police are needed, please dial 911. If he is on duty he will be dispatched. If he is not on duty then LMPD will respond.

Chief Yeager's Monthly Patrol report was submitted. Chief Yeager asked to remember to keep garage doors closed. Open garages are easy targets for thieves. Chief has stopped several solicitors without a permit and supplied their names to clerk to keep a record.

Finance and Administration

Commissioner Evers had nothing new to report.

Treasurer Shaikun handed out the financial statement that he will present to auditor for audit review. He also has all the background for this report if anyone has any questions. The mayor and commissioners

noted the insurance premiums were improperly listed under the Police Department, rather than the Finance and Administration Department. The insurance cost were budgeted to Finance Administration. Mayor Magers noted that it was inaccurate and improper to budget a cost to one department and then post the cost to another department in the financial statement. By posting the costs to the Police Department, the financial statement will inaccurately reflect the Police Department as being over budget for FY 2016-2017. He stated the it unreasonable to add costs to the Police Department on the end of year financial statement when they were budgeted to another city department. Treasurer Shaikun was directed to properly post the FY 2016-2017 insurance premium costs to Finance and Administration where it was budgeted. Treasurer Shaikun feels that insurance for police vehicle should be budgeted under police department. Treasurer will amend the financial statement report to move the insurance back into administration. Next year when preparing the FY 2018-2019 budget we will discuss the proper placement of insurance costs in the budget and financial statements, with consistency in posting those costs to the proper department.

Commission Tungate raised question about that police salary being over the estimate. Mayor Magers this was not possible since Chief Yeager is not paid overtime and his pay has not fluctuated. He stated something must be improperly posted as salary. Treasurer Shaikun was directed to account for the discrepancy. Mayor recommended that we comprise a list of questions on the budget for future discussion. Treasurer Shaikun will make the change on the insurance line and give Commissioner Tungate information on the police salary. Commissioner Tungate will review the discrepancy.

OLD BUSINESS

1. **Update on City of Louisville lawsuit against the City of Bancroft, all cities in Jefferson County, and the Jefferson County League of Cities relating to HB 246 (Waste Management).**

Attorney Schiller left report that there is no change from the last report. If anything changes we will see in the paper.

2. **Update on Street Signs and Other City of Bancroft Signs**

Commissioner Borders already gave report on maintenance report.

3. **Establish Policy for Residents Receiving Rear Door Service from Rumpke**

Commissioner Rittenhouse handed out basic policy for everyone to review. The policy reads:

If provided by the Garbage Collection Contractor, some residents may be eligible for backdoor pickup, of their garbage container only, by said contractor. This will be determined by the Commissioner of Public Services, on a needs based basis, by the resident's completion of an application that can be filled out on the City's web page. If the resident does not have access to the computer version they may obtain a paper application from the city clerk by written request and one will be mailed to them. Applications shall be forwarded to the Commissioner of Public Services upon receipt by either venue.

The Commissioner of Public Services will grant approval of the application to fill 80% of allotted amount, determined by the contract with the Garbage Collection Company, to those that complete the application and are deemed in need by that Commissioner. 20% will be held as a cushion to grant to new residents that meet

the need, to prevent residents that have been using the service from being bumped when said new resident is in greater need than the current resident. Any discrepancies will be reviewed by the entire Board of Commissioners to determine a decision that is fair to the resident and that the Commission deems is in the best interest of the City.

The Commissioner of Public Services will maintain the list of residents that use the service and will be responsible to update the list, with the help of the Mayor and City Clerk, once yearly due to attrition and the changing needs of the residents.

Commissioner Rittenhouse made a motion to accept the new policy as written. Commissioner Tungate seconded the motion. Clerk was asked that the newsletter notation be added in monthly newsletter as well. Commissioner Borders asked if there was anything in the form about a duration of time for the service and he would like to see that added to the form. Commissioner Borders made a motion to amend the motion made by Rittenhouse to add the application form with an additional line asking the duration of need. Commissioner Evers seconded the motion. All in favor of the motion to amend and motion passed unanimously.

Clerk Tuthill could create her a hard copy form for those who are not able to fill out the form on the city website. She will make sure hard copy form is consistent with the online form. The online form will automatically be emailed to commissioner of Public Services and the clerk. The original motion was called to question and motion passed unanimously.

4. Residents' Interest in Installing A "Little Free Library" Book Box in Bancroft

No residents were present to discuss the Little Free Library. Clerk will place in newsletter asking for resident involvement. Commissioner Tungate asked that clerk also put on Facebook page.

NEW BUSINESS

1. Maintenance Department Expenditure request to paint Bancroft street light poles.

Discussed in Commissioner Borders' report.

2. Select Judges for Halloween Home Decorating Contest

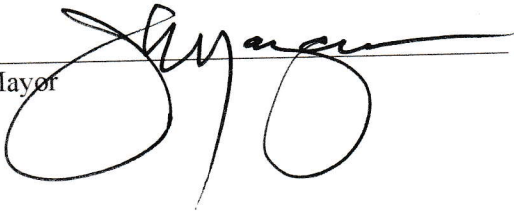
Chief Yeager, Lauren Tungate and Mitzie Borders have volunteered to judge. Comfy Cow gift cards to be purchased by clerk at Costco at \$120 worth for \$90.00. Each of four winning homes would receive \$30 gift cards.

Commissioner Tungate made a motion to have clerk purchase \$20.00 out of community outreach budget for Halloween candy for Chief Yeager to pass out. Mayor Magers seconded. All in favor and the motion passed unanimously.

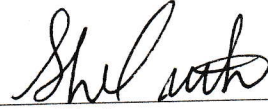
Mayor Magers wanted to thank everyone for being there and taking the time to be part of the commission.

Commissioner Tungate made a motion to adjourn the meeting and Commissioner Evers seconded. All in favor and the meeting was adjourned at 8:35 pm.

Mayor

A large, stylized handwritten signature in black ink, written over a horizontal line. The signature is highly cursive and loops around itself.

City Clerk

A handwritten signature in black ink, written over a horizontal line. The signature is cursive and appears to read 'Shelagh'.